

# Quotation Request //

## US Government Printing Office

Atlanta Regional Printing Procurement Office  
1888 Emery St., Suite 110  
Atlanta GA 30318-2566

**JACKET:524-151**

### Quotations are Due By:

(Eastern Time) 11:00 AM on 01/30/2009

Submit Fax Quotes to: (404) 605-9185

**Contractors must provide mandatory taxpayer information before GPO makes payment.**

**Please see special notice on <http://contractorconnect.gpo.gov/>.**

**TITLE:** WELCOME FOLDER

**QUANTITY:** 5000 Kit Folders + Digital Deliverables (see "ELECTRONIC MEDIA")

**TRIM SIZE:** 20 x 21-7/8" flat; 9 (+ 1/2" expansion spine) x 12" after construction

**PAGES:** Face only before construction

### **SCHEDULE:**

Furnished Material will be available for pickup by 01/30/2009

Deliver complete (to arrive at destination) by 02/10/2009

F.O.B. destination

\*Kit folders MUST be in-hand on or before February 10, 2009.

**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

### **DESCRIPTION:**

Kit folders print halftone images in black on panels 1 and 4. Inside right pocket prints type matter in black. Prior to construction, flood coat the entire face with a clear, non-yellowing gloss varnish coating. Kit folders have 9-7/8" deep diagonal pockets on both leaves with 3/4" construction tabs securely glued to the inside of pockets; 1/2" expansion at spine via 2 vertical folds. Score all folds. On the left and right inside pockets, die-cut one diagonal 5" slit with 3/32" diameter holes at each end of the slit - follow sample.

NOTE: High resolution digital printing (computer to plate) is acceptable as long as Quality Level 3 is maintained. Inkjet printing or color copying (toner) is not acceptable.

**MATERIAL FURNISHED:** Contractor to pickup at GPO. See Below:

- One CD-Rom (see "Electronic Media").
- Previously printed sample to be used for stock match, halftone match, and margin/construction guide.

### **ELECTRONIC MEDIA:**

-PLATFORM: Unknown

-STORAGE MEDIA: One CD

-SOFTWARE: One JPEG file for panels 1 and 4, and 1 PDF file for pocket on panel 3 will be provided.

NOTE #1: Contractor to create page layout with all bleed margins - match printed sample. NOTE #2: File may contain some low res images. NOTE #3: Contractor must have the ability to edit PDF files. Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different file format, the final output must be of the same or higher quality.

-COLOR(s): Identified as CMYK and Black. Contractor to convert all colors to spot color Black.

-FONT(S): N/A for JPEG file. No fonts are embedded and/or embedded subset nor will be furnished for the PDF file. Contractor is required to furnish all missing fonts. Missing fonts are as follows but not limited to: TimesNewRomanPS- regular, bold, italic, and bold italic. Contractor is to ensure that text does not reflow. Contractor must match visual.

-OUTPUT: High resolution output required (150 line screen for screens and halftones, 1200+ DPI for the

balance).

**ADDITIONAL INFORMATION:**

- Identification markings such as register marks, commercial identification marks of any kind, etc., except form number and revision date, carried in the electronic files, must not print on the finished product.
- Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to your contract administrator.
- The contractor shall create/alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.
- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.
- Upon completion of this order, the contractor must furnish final production native application files (digital deliverable) and one press quality PDF file with the furnished media. Storage media must be MAC/PC compatible. The digital deliverables must be an exact representation of the final product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

**NOTE:** Films are not required. If, at the contractor's option, films are used, the Government will not pay for new films due to Author's Alterations. The Government will pay for making digital corrections - not for new films. At the completion of the order, the contractor must provide the Government with storage media (same type of storage media as was originally furnished) containing corrected files in the same format as the original Government furnished material.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code\* L10, White Litho Coated Cover, Basis Size 20 X 26" Basis Weight 10 pt

\*Match sample.

**COLOR OF INK:** Ink Must Contain a Minimum of 20% Vegetable Oil  
Black + Clear, non-yellowing gloss varnish coating on face before construction.

**PRINT PAGE:** One Side Only

**MARGINS:**

Follow sample. After construction, full bleeds in all dimensions of panel 1 and uncommon bleeds on top and left margin of panel 4.

**PROOFS:**

N/A

**BINDING:**

See "DESCRIPTION".

**PACKING:**

Pack suitable per shipping container.

**NOTE:** All shipping cartons require a carton label. Noncompliance with the labeling and marking specifications on this order may be cause for the Government to reject the shipment at destination and return it to the contractor at his/her expense. The Government may, at its option, relabel and/or remark in accordance with the specifications and charge all costs to the contractor. There will be a minimum charge

of \$50.00 per order (per Jacket) for all labeling and marking corrections that are made by the Government due to the contractor's failure to label/mark all cartons per specifications and Contract Terms.

**DISTRIBUTION:**

Deliver 1 copy, digital deliverables, and all furnished materials to: DAPS, Attn: Kim Box, 256-876-4605, Bldg 5688, Redstone Arsenal, AL 35898.

Deliver balance to CPD/JA, Attn: Len Robertson, 334-953-3404, 150 Chennault Circle, Maxwell AFB, AL 36112.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

Attribute Specified	Specified Standard
P-7 Type Quality and Uniformity	File Setup
P-8 Halftone Match	Furnished Sample

**DISPUTES CLAUSE:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/printforms/pdf/contractdisputes.pdf](http://www.gpo.gov/printforms/pdf/contractdisputes.pdf). This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.